



CHRIS CHRISTIE
GOVERNOR

STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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ADMINISTRATOR

August 24, 2015

NOTICE OF JOB VACANCY

#15-164

REPOST of #15-67 - those who previously applied need not reapply.

An opportunity currently exists in the classified service within the Department of Law & Public Safety, Division of Consumer Affairs, State Board of Medical Examiners, for permanent State employees who meet the minimum job requirements as listed below:

TITLE: Executive Assistant 3

SALARY: \$58,750.83 to \$83,580.93

LOCATION: Division of Consumer Affairs
State Board of Medical Examiners
140 E. Front Street
Trenton, NJ 08608

NUMBER OF POSITIONS: One (1)

DUTIES:

Under direction of a Bureau Chief in a State department, or the head of an agency, institution, or college, acts as staff and personal representative responsible for assisting in the execution of a bureau function, or the less complex departmental, agency, or institutional functions, through the implementation of policy and development, management, and control of plans, programs, and operations, by employing accepted modern techniques of management; may assist an Executive Assistant 1 or 2 in a large department or agency; does related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Three (3) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation.

NOTE:

Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

A Master's degree in Public Administration, Business Administration, Management, or other closely related field, may be substituted for one (1) year of the required experience.

If you possess the required experience and education and are interested in the above position, please send a letter (including job vacancy number) and current resume before the closing date of September 8, 2015 to:

Recruitment Coordinator
LPS.Humanresources@lps.state.nj.us

- or -

Recruitment Coordinator
Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0085

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

